



City of Asheville
Office of Economic Development

P.O. Box 7148
Asheville, NC 28802
828-232-4505
www.ashevillenc.gov

The Office of Economic Development Minority Business Program

The Minority Business Program is part of the Office of Economic Development for the City of Asheville. Through the program, the City of Asheville actively seeks to identify minority businesses and offer them an opportunity to participate as providers of goods and services to the city. The intent is to widen opportunities for participation, increase competition and to ensure the proper and diligent use of public funds. This policy is not intended in any manner to require that contracts be awarded to anyone other than the lowest responsive, responsible bidder, and not to supersede the requirement of any federal, state or local laws and rules, regulations and policies.

It is the City of Asheville's policy to: (1) provide minorities equal opportunity to participate in all aspects of city contracting and purchasing programs, including but not limited to, participation in procurement, professional and construction contracts; (2) prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, sex, religion, disability, familial status, or national origin, and to conduct its contracting and purchasing programs so as to prevent any discrimination and to resolve all claims of such discrimination.

Contact Information

James E. Lee III
Minority Business Program Coordinator
PO Box 7148
Asheville NC 28802
Phone: (828)232-4566
Email: minoritybusiness@ashevillenc.gov
Website: www.ashevillenc.gov/mbp

2008 WNC Region Business Assistance Guide

This second year for this report is presented to provide an overview of the continuing development of entrepreneurship and the support that is being provided for business creation, growth and retention in the Western North Carolina Region. This is accomplished by an overview of the agencies, organizations and initiatives in the region.

Western North Carolina has a growing number of new and current business resources which provide technical assistance, training and development with the goal of increasing sustainability and profitability of its entrepreneurs. This in turn provides a healthy climate for business growth and a stable community. With the recent economic downturn and cost of business steadily increasing, the WNC region is still experiencing growth in entrepreneurship interest.

Each of the business service providers in this report provides support in various areas to the growing entrepreneurial community as well as collaborating with each other to support our communities which we call Western North Carolina.

**This report is brought to you by the
Minority Enterprise Development (MED) Week Committee of WNC, Inc.
P.O. Box 1744 - Asheville, NC 28802
For more information, contact James Lee at the Office of Economic Development
at (828) 232-4566 or jlee@ashevillenc.gov**

ABTECH Center for Business and Technology Incubation

1465 Sand Hill Road, Candler, NC 28715

(828) 254-1921 x 5850 www.abtech.edu/sbc

The Center for Business and Technology Incubation provides support services for local entrepreneurs through its Small Business, BioBusiness and Technology Commercialization Centers. Services provided include free one-to-one counseling for business owners or prospective owners to assist them in getting started or with a specific area of concern.

Counseling covers a variety of topics ranging from licensing and marketing to patents and trademarks. Additionally, the center offers a variety of resources and services to help businesses start and grow including business incubation which is designed to provide companies maximum flexibility while working closely with them to identify areas of improvement and to assist them in locating needed resources. The incubation program is generally for a period of two years for most companies to grow and then relocate into the surrounding community.

AdvantageWest Economic Development Group

Blue Ridge Entrepreneurial Council – plewis@awnc.org

Certified Entrepreneurial Community Program – plewis@awnc.org

Blue Ridge Food Ventures – mlsurgi@awnc.org

134 Wright Brothers Way, Fletcher NC 28732

(828) 687-7234 www.advantagewest.com

AdvantageWest Economic Development Group serves 23 western counties in North Carolina through a diverse program of work which includes entrepreneurship and small business through the following programs; Blue Ridge Entrepreneurial Council (BREC), Blue Ridge Food Ventures, and The Certified Entrepreneurial Community ProgramSM (CEC).

BREC supports entrepreneurs through education, mentoring, networking forums and access to capital through the **Advantage Opportunity Loan Fund**. **Blue Ridge Food Ventures** operates as a kitchen incubator on the campus of AB-Tech-Enka and provides assistance for users producing value-added products. The **Certified Entrepreneurial Community ProgramSM** is a community development program designed to take community leaders through a rigorous five-step process to ensure the necessary infrastructure is in place for entrepreneurial development thereby improving the overall business climate for existing industry as well.

Asheville Area Chamber of Commerce

Small Business & Entrepreneurship

36 Montford Ave., Asheville, NC 28801

(828) 258-6116 chensley@ashevillechamber.org

The Small Business & Entrepreneurship Department of the Asheville Area Chamber of Commerce provides marketing information and business orientation services to walk-in and call-in inquiries. This department also provides information and referrals to start-up or expanding businesses that are seeking support in all areas of business development. Additionally, Small Business & Entrepreneurship conducts business recognition programs such as the **Sky High Growth** and the **"We're for Business"** Awards, and plans and facilitates educational programs and leadership development training classes for businesses.

Small Business is also responsible for the Chamber's Business Healthcare Roundtable, which meets routinely to study ways to facilitate more affordable group health care insurance for area businesses.

Asheville SCORE

**Federal Bldg, 151 Patton Ave - RM 259, Asheville NC 28801-5007
(828) 271 4786 www.ashevillescore.org**

Asheville SCORE provides free and confidential face-to-face business mentoring and email counseling in addition to a variety of low cost seminars on a various business subjects. SCORE has approximately 30 volunteer members who provide professional guidance and information that will maximize the probability of success for existing and emerging small businesses. Men and women members have many years of diverse real world business experience.

The organization offers information and advice to help solve new and/or ongoing business problems for as long as entrepreneurs request it. Asheville SCORE also offers "Tiger Team" counseling when a select group of counselors focuses on one or more business problems of a larger company.

Appalachian Sustainable Agriculture Project (ASAP)

**729 Haywood Road, Asheville, NC 28806
(828) 236-1282 AppalachianGrown.org**

Appalachian Sustainable Agriculture Project (ASAP) is a 501(c)(3) non-profit organization located in Asheville and serving the southern Appalachian region. ASAP has a lengthy history of working on behalf of farmers and farmers' markets to help support their survival as an essential part of our economy and landscape.

In 2002, ASAP organized the Mountain Tailgate Market Association (MTMA), which has grown to include twelve farmers markets located in five counties. Each is a producer-only farmers market organized for the core purpose of selling farm products direct to consumers. In addition, ASAP promotes more than 40 other farmers markets and 250 farms in the southern Appalachian region in our Local Food Guide, a publication nationally recognized as a leading model of centralized farm marketing to promote local sales. Any farm with food to sell to the public, as well as local businesses seeking to source and sell locally-grown foods, are welcomed to contact ASAP and inquire about marketing support, including listing in the local food guide.

ASAP worked in 2005-2008 to launch a new, central destination farmers market in Asheville, North Carolina, and employs the Market Manager. 2008 is the Asheville City Market's first year of operation, and in the first half of the year it grew to reach weekly sales (Saturday mornings 8-1 only) of \$20,000 among an average of 40-50 vendors. Contact Mike McCreary, Market Manager, at (828) 348-0340 to inquire about the market.

ASAP provides business planning support for farms, including assistance with marketing plans, financial projections, and help with developing packaging and labeling. Staff can assist with packaging of loan or grant proposals. ASAP also works to get to know wholesale buyers throughout the region, and can assess farm operations and suggest likely "good matches" for sales outlets for their farm products. Occasionally, ASAP facilitates introductory meetings between sellers and buyers, but ASAP does not resell product or broker deals.

The Appalachian Grown logo and brand was developed by ASAP to help local farms and businesses identify food that is grown on family farms, so that consumers can act on their strong desire to buy these foods. Marketing assistance and cost share programs are available for farms and businesses who wish to use Appalachian Grown branding in packaging, labeling, signage, or advertising.

Buncombe County Government
Finance / Purchasing Division
35 Woodfin Street, Asheville, NC 28801
(828) 250-4800 / www.buncombecounty.org

Buncombe County's Minority Outreach Plan works to provide minorities equal opportunity to participate in all aspects of County contracting and purchasing programs, including but not limited to, participation in procurement contracts for equipment, professional and other services contracts, and construction contracts. Buncombe County has a current verifiable goal of twelve percent (12%) for minority participation on building construction or repair projects, ten percent (10%) each for procurement, and services. The County posts bidding opportunities on its website and has instituted an electronic registration and bidding process to allow vendors to receive notification of opportunities to bid.

Cherokee Business Development & The Sequoyah Fund
PO Box 1200, Cherokee, NC 28719
(828) 497-1666 / www.sequoyahfund.com

The mission of Cherokee Business Development and the Sequoyah Fund is to provide training, technical assistance and resources to support entrepreneurship, business start-up and expansion and community development on the Qualla Boundary. Sequoyah Fund is an independent, non-profit Native American community development financial institution (CDFI).

In 2007 Cherokee Business Development and Sequoyah Fund began Indianpreneurship classes. These classes will be held 3 times a year for aspiring business owners.

Handmade In America
125 South Lexington, Asheville, NC 28801
(828) 252-0121 www.handmadeinamerica.org

The mission of HandMade in America is to celebrate the hand and the handmade, to nurture the creation of traditional and contemporary craft, to revere and protect our resources, and to preserve and enrich the spiritual, cultural, and community life of our region. Our programs impact children, craft artists, farmers, travelers, rural women entrepreneurs, the environment, and communities at large.

The Appalachian Women Entrepreneurs Project was initiated in January 2007. The three-year goal for this program is to create jobs for one hundred women in five counties – Madison, Yancey, Cherokee, Graham, and Rutherford and has twenty-five low income women involved.

Of the sixty lesson plans that have been developed, 30% of the lessons focus on specific minority cultural traditions, languages, and arts – with nine relating to African traditions, three relating to American Indian traditions, four relating to the Spanish or Latin language or culture, and two relating to world traditions and cultures.

Meet the Geeks Learn more at www.meetthegeeks.net

Meet the Geeks (MTG) is a volunteer-driven organization that seeks to build and support the IT community throughout Western North Carolina. Since its founding in March 2005, it has established a successful series of networking events, created an online portal for local IT professionals, participated in recruiting and developing new IT business in the area, developed a series of classes on IT and business topics, and initiated efforts to build the regional IT community.

Meet the Geeks serves more than 400 members. The bi-monthly networking events regularly bring 40 - 50 IT professionals, business owners, educators and students together to socialize and make connections that result in new opportunities. Membership and the majority of our events are free and open to the public.

Mountain BizWorks

**153 Lexington Avenue, Asheville, NC 28801
(828) 253-2834 www.mountainbizworks.org**

The mission of Mountain BizWorks is to provide entrepreneurs with access to business instruction, professional support, and loans; which in turn, help create and sustain successful businesses that help the economy of Western North Carolina grow. Mountain BizWorks is a national leader in the field of small business development.

In 2007, Mountain BizWorks started the Black Business Alliance which brings members of Western North Carolina's African American business community together monthly for networking and business training.

NCCCS BioNetwork

**Asheville-Buncombe Technical Community College, Enka Campus
1459-C Sand Hill Road, Suite 208
Candler, NC 28715
(828) 254-1921 ex. 5842 www.ncbionetwork.org**

NCCCS BioNetwork is a statewide initiative that connects community colleges across North Carolina, providing specialized training, curricula and equipment to develop a world-class workforce for the biotechnology, pharmaceutical and life sciences industries. All community colleges serving the pharmaceutical and biotechnology sector are part of the BioNetwork.

NC Department of Commerce, Business & Industry Development Division

**134 Wright Brothers Way
Fletcher NC 28732
(828) 654-9852 cmesser@nccommerce.com**

The North Carolina Department of Commerce is the state's leading economic development agency, working with local, regional, national, and international companies. The department's mission is to improve the economic well being and quality of life for all North Carolinians. The mission is carried out by recruiting new jobs and domestic and foreign investment; serving existing business and industry, including providing international trade assistance; encouraging entrepreneurship and innovation; marketing North Carolina and its brand; supporting workforce development; strengthening communities; and promoting tourism, film, and sports development. The department also provides data, statistics, information, and reports for state government and agencies which regulate commerce in the state. There are seven economic development regions throughout the state. The western regional office is located in Fletcher and serves 23 counties.

North Carolina Lawyers for Entrepreneurs Assistance Program (NCLEAP)

8000 Weston Parkway

Cary, North Carolina 27513

(800) 662-7407 ext. 342 www.ncbar.org/ncleap

NC LEAP provides pro bono, business legal assistance to income-eligible, low-wealth clients seeking to start or expand their businesses in North Carolina. NC LEAP services include creation of business entity (i.e. partnership, LLC, corporation etc), intellectual property assistance, contract drafting and negotiation including commercial leases, employment law issues, succession planning etc. NC LEAP provides its services through a network of business attorneys across the state and is sponsored by the Business Law Section and Corporate Counsel Sections of the North Carolina Bar Association. NC LEAP is partially funded by the Lenovo Hope Fund of the Triangle Community Foundation.

NC LEAP started providing services June 4, 2007 in a limited nine county region and has since expanded to cover over 52 counties. On June 13, 2008, NC LEAP officially began offering services to fifteen (15) counties in the western region of North Carolina. NC LEAP's launch to western NC took place in conjunction with our community partner, ABTECH Center for Business and Technology Incubation. During NC LEAP's launch, we served 25 clients.

Office for Historically Underutilized Businesses (HUB Office)

N.C. Department of Administration

1336 Mail Service Center, Raleigh, North Carolina 27699-1336

(919) 807-2330 www.doa.state.nc.us/hub

The Office for Historically Underutilized Businesses' mission is to advocate increasing opportunities and promotes diversity and inclusion in state government procurement and contracting to increase the amount of goods and services, including construction, acquired by the State of North Carolina from historically underutilized businesses. This is accomplished by the certification program for firms; the outreach program which includes statewide workshops, seminars, trade shows, networking events and information sessions on "How to Do Business with the State;" the HUBSCO training and compliance program a web-based system to report minority to report minority business utilization and construction data to the HUB Office and in addition conducts training sessions for public entities; construction outreach to monitor capital bond programs and identifies major construction projects that provide opportunities for increased HUB participation.

In August 2007, Governor Michael Easley signed into law, Senate Bill 320 (Ch. SL 2007-392) authorizing the Secretary of Administration to develop and administer a statewide uniform certification program for historically underutilized businesses with state departments, agencies and institutions and political subdivisions of the state. The HUB Office has been working with stakeholders across the state to implement the plan by July 1, 2009. The program and its guidelines were presented to the Secretary of Administration for approval in March 2008 and now working on implementation of the program.

For assistance with certification locally, contact James Lee, Minority Business Program Coordinator at the Office of Economic Development for the City of Asheville at (828) 232-4566 or jlee@ashevillenc.gov.

Office of Economic Development

City of Asheville

29 Haywood Street

Asheville, NC 28801

Main Contact: (828) 232-4500 www.ashevillenc.gov

- **Economic Development** (828) 259-5433
- **Downtown Urban Planning** (828) 232-4502
- **Minority Business Program** (828) 232-4566 (www.ashevillenc.gov/mbp)
- **Real Estate Management** (828) 259-5729

The mission of the City of Asheville Office of Economic Development is to promote the City's economic Development policies through linked and collaborative initiatives that leverage resources to create a vibrant and robust Asheville economy. Our organizational model is based on the following:

- **Recruitment** - we work in conjunction with the NC Dept. of Commerce, AdvantageWest, CarolinaWest and the Asheville Chamber/EDC in this area.
- **Retention and Expansion**—the same partners above are involved in this area with such successes as the recent Volvo expansion which included economic incentives from the City of Asheville.
- **Marketing**—this is an important aspect to the above two and we work with the Asheville Convention and Visitor Bureau and Tourism Development, AdvantageWest and CarolinaWest.
- **Technical Assistance & Education**—this is vital to the creation and sustainability of entrepreneurs in the region. The City of Asheville has the Minority Business Program which supports opportunities for contacting with the city along with training and development, along with that the region boasts all the business service providers and includes an excellent community college and university (WCU, UNCA and ASU) system in our area for continuing education in entrepreneurship. The city had 4.5% for FY07 in participation by minority vendors.
- **Entrepreneurship**—our western North Carolina region has a wonderful business service providers network who work collaboratively to assist entrepreneurs. We participate in this network.
- **Financial Assistance / Access to Capital**—The city funds through federal grants to Mountain BizWorks annually for its programs and in addition, there is Self Help Credit Union, SBA, AdvantageWest and other financial institutions working to assist entrepreneurs in our region.
- **Workforce Development**—The City of Asheville supports with CAYLA (City of Asheville Youth Leadership Academy) providing work experience, training and college tuition support for attendees. In addition, the region has the Workforce Development Board / Job Link, ABTECH, UNCA, WCU and ASU working to educate in these areas with entrepreneurs and businesses.
- **Product Development**—our main role is the development of projects and initiatives that further City Council's strategic goals and objectives in four key focus areas: affordable, green, safe, and sustainable. The ultimate result is creating a more vibrant and robust Asheville economy. Some examples of such initiatives are:

**City Owned Property RFP
Brownfield Initiative
Downtown Farmer's Market**

**Downtown Public Restrooms Greenway Acquisition
Downtown Master Plan Urban Progress Zones
Film Incentives**

In addition, we provide space in our downtown location to the **Asheville Downtown Association** (www.ashevilledowntown.org) which is a non-profit, membership organization with a mission to promote and support quality economic, cultural and residential development in downtown and for the local manager for the **U.S. Small Business Administration**.

Self Help Credit Union

34 Wall St., Suite 704 Asheville, NC 28801
(828) 253-5251 joyce@self-help.org

Self-Help's mission is to create and protect ownership and economic opportunity for people of color, women, rural residents, and low-wealth families and communities.

We make loans, develop real estate, and fight predatory lending -- so more people can achieve the financial security and sense of possibility that are at the heart of the American dream.

We continue to believe that the best way to strengthen families and communities is through ownership -- sustainable ownership. With the help of depositors, supporters, and visionary partners, we work every day, one loan at a time, to invest in the futures of families and enterprises that are often overlooked by mainstream lenders.

Small Business & Technology Development Center (SBTDC)

68 Patton Avenue, Lower Lobby, Asheville, NC 28801-3312
Asheville -- (828) 251-6025 / Cullowhee (828) 227-3459 www.sbtdc.org

In Western North Carolina, the Small Business and Technology Development Center (SBTDC) has six business professionals who provide comprehensive services for small to medium-sized enterprises. These counselors serve the 14 western counties of North Carolina through two convenient locations at Western Carolina University and downtown Asheville.

Most business owners or their managers come to us initially for confidential counseling to assess their business and develop a plan. Together, the counselor and company select tools to implement that plan -- financial analysis, market studies, focus groups, strategic needs assessments, government procurement assistance, and/or strategic planning retreats to name a few. Should funding be needed, the SBTDC is an approved technical assistance provider for the North Carolina Rural Fund, SBA Community Express Loan programs. For companies involved in scientific R&D, they can apply for SBIR and STTR grants.

As a program of the University System, the SBTDC strives to leverage the assets of area Universities to benefit businesses in WNC. Last year, over 50 students from WCU, UNCA, and Montreat were placed into applied learning projects designed to assist companies with large projects and provide a hands-on learning experience for students. In addition, the Western Center of the SBTDC continues to be engaged in statewide initiatives such as the Center of Innovation for Natural Biotechnology and Integrative Medicine and NC's Small Business Disaster Recovery Loans.

Southwestern Community College Small Business Center

447 College Drive
Sylva, NC 28779
(828) 488-6413 www.southwesterncc.edu/swain/small-bus-ctr

The Small Business Center (SBC) supports the development of new businesses and the growth of existing businesses by being a community-based provider of training, counseling, and resource information. The SBC can provide free, confidential counseling services on an as-needed basis, serving as a sounding board for ideas and concerns you might have about your business. Our professional staff will help you find solutions to your challenging business questions, no matter how simple or complicated. For more information on services provided by the SBC at Southwestern Community College, as well as offices across the state, visit the Small Business Center Network website at www.sbcn.nc.gov.

Technology Commercialization Center

1465 Sand Hill Rd, Candler, NC 28715

(Located in the A-B Tech Center for Business and Technology Incubation on the Enka campus)

(828) 254-1921 ext. 5856 / spoland@abtech.edu or www.abtech.edu/sbc/tcc

The Technology Commercialization Center (TCC) implements a business development program for technology based companies that guides the management team in the deployment of a fundable and sustainable business. Coaching, training, and mentoring are provided with the purpose of client development in proven business practices and preparation for investor funding, should that be needed.

There is no charge for the TCC base program for A-B Tech incubator residents, those pursuing resident or affiliated status, or those companies located in Buncombe county. A comprehensive entrepreneurial management development training program complements the stage-based coaching and mentoring services.

We have worked with more than 60 companies in the past 2 years. We work with the management teams of these companies on day-to-day operational issues as well as strategic plans, business plans, partnerships, and mergers and acquisitions. We conduct monthly management training sessions that discuss general management issues common to all companies. We also bring local senior executives together monthly to review and provide guidance to client companies from mentors that have been successful running their own businesses.

Four of our clients have received loans for the Advantage West Advantage Opportunity Fund, four have presented to the Inception Micro Angel Fund, an early stage angel investment network in western North Carolina. Our client companies have earned over \$3,500,000 in revenue, have created or sustained more than 89 jobs in the local communities, and have raised over \$800,000 in investments.

US Department of Labor

Women's Bureau

151 Patton Ave Room 168

Asheville, NC 28801

(828) 505-1547 www.dol.gov/wb

The U.S. Department of Labor Women's Bureau, established by Congress in 1920, is the only federal agency mandated to represent the needs of wage-earning women in the public policy process. The Mission of the Women's Bureau is: To improve the status of wage-earning women, improve their working conditions, increase their efficiency, and advance their opportunities for profitable employment.

For 87 years, it has been meeting that mandate — identifying the issues working women care about most and vigorously pioneering research and remedies to address them. Today's Department of Labor represents the workforce of the 21st Century. The Women's Bureau, through its Strengthening the Family Initiatives — Better Jobs! Better Earnings! Better Living! and Value-Added Supporters!, will continue to prepare women for tomorrow's jobs. The Bureau promotes an environment that is responsive to the demands and challenges of the 21st Century workforce. More than ever, it is vital to ensure opportunities for American women to achieve their potential in the workplace.

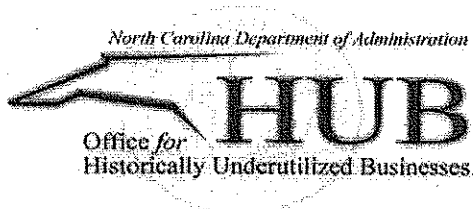
U.S. Small Business Administration
29 Haywood Street
Asheville NC 28801
(828) 225-1844 michael.arriola@sba.gov

The U.S. Small Business Administration was formed over 50 years ago to help Americans start, develop and grow their small businesses. An independent federal agency, the SBA accomplishes this mission through:

- Small business loan programs
- Federal contracting programs to enable small firms to gain access to federal procurement opportunities
- Counseling and training programs through sponsored or funded resources such as SCORE, the Small Business & Technology Development Center network, the Women's Business Center at Mountain BizWorks, and an array of online tools; and
- Advocacy on Capitol Hill, in which the SBA serves as the voice for small business in our nation's capitol.

The SBA's Alternate Work Site, or satellite office, has been situated in Asheville since February 2004, joining the other SBA satellite offices in Raleigh and Wilmington and the SBA's district office, or state headquarters, in Charlotte. Mike Arriola is Senior Area Manager in Asheville and staffs the one-person office which serves the 22 counties of western NC. As an SBA officer, Mike's objective is to further the SBA's mission of helping small businesses start, develop and grow by:

- Increasing SBA loans to startups and existing small businesses in the region by working with lenders and loan applicants on SBA loan options and applications;
- Outreach throughout western North Carolina to inform the public about available SBA programs and services for their business use; and
- Assistance with other SBA programs, including federal government contracting, surety bonding, and others.



Office for Historically Underutilized Businesses (HUB)

The Office for Historically Underutilized Businesses – generally known as the HUB Office – is committed to advocating for minority, women and disabled-owned businesses in their efforts to conduct business with the State of North Carolina.

HUB Office staff are available to assist firms with becoming certified as historically underutilized businesses. In addition, the HUB Office provides outreach, training and networking opportunities for new and established HUB firms. This website provides access to our programs and core services, HUB vendor/firm database, upcoming bids with various state agencies and public entities, HUB Annual Reports, HUBSCO Construction Reporting System, the latest news and calendar information for training and conference sessions.

The HUB Office was created by Executive Order 150 April 20, 1999. The HUB Office was codified, established by law and provided operational funding during the 2001 Legislative Session.

The HUB Office was established to:

- Increase the amount of goods and services acquired by state agencies from businesses owned and controlled by HUB firms;
- Work towards eliminating barriers that reduce the participation of HUB firms in the marketplace, and in state government procurement and contracting;
- Encourage purchasing officers and capital project coordinators within the state agencies, departments, universities and community colleges to identify and utilize HUB vendors, contractors and service providers;
- Educate HUB firms on "How To Do Business" with the State of North Carolina;
- Provide resources for HUB firms.

Contact Us

Office for Historically Underutilized Businesses
1336 Mail Service Center
Raleigh, North Carolina 27699-1336
Phone: 919-807-2330
Fax: 919-807-2335
Email: HUBOffice.DOA@doa.nc.gov

For VendorLink Registration and HUB Designation Request

Go to www.doa.nc.gov/hub and click on "Programs/Core Services," to the right for links, click on "Certification" and then at the bottom click "Request HUB Designation."

Certification Process with the Office of Historically Underutilized Businesses

The Office of Historically Underutilized Businesses (HUB) has four (4) persons dedicated to certifying HUB vendors. Your representative will be based on the alphabetical listing of your company name. When you register in VendorLink, you can request to be a HUB (or Historically Underutilized Business) and the HUB office receives daily email notification of these requests and will respond via email about receipt of your request and provide any feedback on additional information that will be needed to complete your certification. Your ability to receive bid notices from VendorLink will be active within 24 to 48 hours. Please contact your HUB representative to follow up on your certification registration, if you have any questions.

- A – F Sheryl Cromedy (919-807-2339) Email: sheryl.cromedy@doa.nc.gov
- G – N Cassandra Herndon (919-807-2433) Email: cassandra.herndon@doa.nc.gov
- P – R Grover Burthey (919-807-2431) Email: grover.burthey@doa.nc.gov
- O, Q and S – Z Lena Ridley (919-807-2435) Email: lena.ridley@doa.nc.gov

Process of Certification with the State of North Carolina

The certification process takes an average of 4 to 6 weeks to complete. You may be required to provide additional information beyond your registration online. Please send information as timely as possible to keep your certification process on track. Call with any questions or need for clarification. In the meantime, your VendorLink registration will provide you with opportunities for bidding based on the codes you listed in your registration process.

Please do not confuse this process with the certification process for the Department of Transportation (NCDOT). You can find out more about that process via the website at <http://www.ncdot.org/business/ocr/dba/started.html> or contact Michael McKoy at 919-733-5616 ext. 334 or MMcKoy@dot.state.nc.us for more information.

VendorLink Registration Requirements

It is your responsibility to make any changes or updates to your VendorLink listing, especially your email, to avoid missing opportunities. You must go into VendorLink annually to your userid and password area to remain active and not be removed. Your HUB certification will still be active until the expiration date but you cannot be accessed through the VendorLink system.

Interactive Purchasing System

Opportunities for bidding are publicized online via the **Interactive Purchasing System (IPS)**, which lists solicitations from all state departments and campuses, plus public schools and some local governments.

VendorLink Registration Requirements

You will need to use your userid and password to enter into your file annually to stay listed on the system. Your file will be removed annually if you do not keep it active by this action. Ask about this if you need any assistance.

Doing Business with the City of Asheville

Purchasing

Thank you for your interest in working with the City of Asheville. Asheville's goal is to make doing business with the city as easy and convenient as possible.

The City of Asheville welcomes the opportunity to do business with interested merchants and vendors in the community. Asheville maintains an open door policy for all potential bidders and encourages the participation of minority and women businesses in the purchasing process. The purchasing division is responsible for making the most economical acquisition of quality materials and services that will assure the efficient use of taxpayer dollars. Like all municipalities in North Carolina, the City of Asheville's purchasing processes are governed by NC General Statutes as well as locally established fiscal policies and procedures.

Purchasing Division Mission Statement

The mission of the purchasing division is to ensure the fair and equitable treatment of all persons involved in public purchasing, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

How the purchasing process works

The City of Asheville generally procures equipment, supplies and materials in one of the following ways:

- VISA procurement card (for purchases less than \$500)
- Informal Bids (for purchases from \$500 to \$90,000)
- Formal Bids (for purchases of \$90,000 and above)

All purchases of \$500 or more must be authorized through the issuance of a City of Asheville purchase order number. This number must be provided to the vendor at the time the purchase is made.

Vendors who do not accept credit cards should invoice the city. It is recommended that a single account be established for the city as a whole (i.e., individual accounts by city department or division are not recommended).

All invoices should be sent to: Accounting Division, P.O. Box 7148, Asheville, North Carolina, 28802. The name of the department or division making the charge should be indicated on the invoice. For counter sales, a copy of the delivery ticket, with pricing identified, should be given to the employee at

the time of the purchase. Invoices for purchase orders should reference the purchase order number. It is a vendor's responsibility to verify that individuals identifying themselves as city employees are current employees.

The city is NOT exempt from paying sales taxes. Our Federal Taxpayer ID No. is 56-6000224, and the city's Resale Exemption No. is 901-1-011-12821. Asheville is exempt from Federal Excise Tax. All prices should be quoted FOB Asheville, NC.

Contact Information

City of Asheville Purchasing Division

Finance Department

Purchasing Manager: Amy Patterson

Location: No. 3 Hunt Hill Place, Asheville, NC 28801

Mailing address: P.O. Box 7148, Asheville, NC 28802

Hours: 8:30 a.m.- 5:00 p.m., Monday-Friday

Phone: (828) 259-5950

Fax: (828) 259-5440

E-mail: apatterson@ashevillenc.gov

Website: www.ashevillenc.gov

LIST THREE (3) SUPPLIERS TO YOUR FIRM:

(NAME)	(ADDRESS)	(PHONE)

LIST THREE (3) COMPANIES TO WHO YOU FURNISH PRODUCTS OR SERVICE:

(NAME)	(ADDRESS)	(PHONE)

******* ATTENTION MINORITY/WOMAN OWNED BUSINESS *******

ALL MINORITY OWNED BUSINESSES ARE REQUESTED TO COMPLETE THE FOLLOWING IN THE MANNER THAT BEST DESCRIBES THEIR BUSINESS. PLEASE CHECK ALL THAT APPLY.

The City of Asheville, in a concerted effort with other local, state and federal agencies, actively seeks to identify minority businesses and offer them an equal opportunity to participate as providers of goods and services to the City. A minority business is defined as a business which, at minimum, is 51% owned and controlled by ethnic minority group members and/or women. If you are a minority owned business and are not currently certified with the City of Asheville, please contact Brenda Mills, Minority Business Program Coordinator, by calling (828) 232-4566 or via email @ bmills@ashevillenc.gov. For more information on the Minority Business Program, go to www.ashevillenc.gov on how to certify your company.

☐ African American ☐ Native American ☐ Hispanic American ☐ Asian American ☐ Woman Owned

I CERTIFY THAT THE INFORMATION PROVIDED HERE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SUBMITTED BY
TITLE
DATE

A WORD TO POTENTIAL VENDORS - The City of Asheville requires all purchases of \$500 or more to be authorized through the issuance of a City of Asheville Purchase Order. Purchases less than \$500 (including freight and tax) may be charged by authorized City of Asheville employees using our Wachovia VISA card. It is a vendor's responsibility to verify that individuals identifying themselves as City employees are employees in good standing. A single account should be established for the City --- Individual accounts by Department or Division are not recommended. Vendors who do not accept charge cards should invoice the City's Accounting Division at PO Box 7148, Asheville, North Carolina. The City is NOT exempt for paying sales and use taxes. Our Federal Taxpayer ID No. is 56- 6000224 and our Resale Exemption No. is 901-1-011-12821. We are exempt from Federal Excise Tax. All prices should be quoted FOB Asheville, NC.

IDENTIFY THE COMMODITIES AND SERVICES YOU CAN PROVIDE

A list of commodity categories representative of the products and services utilized by the City of Asheville has been provided. Carefully review this list. Enter in the blocks below all commodity categories that your company is interested in providing to the City. Upon receipt of your application, your company will be added to our bidder database providing you with an opportunity to receive notification of bid requests. Please be sure that you have provided the proper information concerning where bid request should be mailed or faxed on the first page of this application. We encourage you to keep your information up to date.

ENTER THE 3 DIGIT MAIN (AND IF AVAILABLE) THE 3 DIGIT SUB COMMODITY CODE CLASSIFICATION FOR EACH PRODUCT OR SERVICE YOUR COMPANY CAN PROVIDE IN THE BLOCKS BELOW FROM THE COMMODITY LIST.

Comm	Sub Comm.	Comm	Sub Comm.	Comm	Sub Comm.	Comm	Sub Comm.	Comm	Sub Comm.	Comm	Sub Comm.

If a commodity code cannot be identified from the list of commodities or your company is not defined under Type of Business, please provide additional information below.

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005	Abrasives	010	Acoustical Tile, Insulating Materials & Supplies
015	Addressing, Copying, Mimeograph & Spirit Duplicating Machine Chemicals, Inks, Paper	020	Agricultural Equipment, Implements, & Accessories
022	Agricultural Implement & Accessory Parts Supplies,	025	Air Compressors
031	Air Conditioning, Heating & Ventilating: Equip., Parts & Access.	045	Appliances and Equipment, Household Type
050	Art Equipment and Supplies	052	Art Objects (Sculptures, Paintings, Etc)
055	Automotive Access. for Autos, Buses, Trucks	060	Automotive Maint/Repair Items and Replacement Parts
065	Automotive Bodies, Accessories & Parts 005 Aerial Ladder and Towers 008 Bodies, Animal Control 010 Utility Bodies 025 Covers, Camper Shells, Etc. 030 Dump Bodies, Subframes 034 Fire Protection/Crash Rescue Body 035 Flat Bed Bodies 069 Pickup Truck Bodies 075 Refuse and Collection Bodies 085 Tool Compartment Boxes 087 Truck Bed Liners 094 Winches and Cranes	070	Automotive Vehicles and Related Transportation Including Trailers 020 Electric Powered Vehicles 022 Off road vehicles 047 Truck Cab/Chassis 048 Trucks, 1 ton & Less 051 Trucks, 1 ton and over 042 Short Wheelbase, 2/4 WD 003 Ambulances/Rescue Vehicles 061 Trailers, Dump (Hydraulic) 095 Wreckers 054 Diesel 057 Trucks, Fire Protection 081 Trailers (tilt bed) 053 Trucks w/spec. body 045 Trucks, Tractors 063 Trailers, Farm 006 Autos & Station Wagons 066 Trailers, flatbed 092 Vans, Personnel
075	Automotive Shop Equipment and Supplies	080	Badges, Emblems, Trophies, Name Tags/Plates Jewelry, Etc
085	Bags, Bagging, Ties, and Erosion Control Supp. Including Sand Bags and Sheeting	100	Barrels, Drums, Kegs, Shipping Containers & Recycling Containers 031 Hazardous Material Storage
105	Bearings (except Wheel Bearings & Seals- See 060)	110	Belts & Belting., Conveyor, Elevator, Power Trans., and V-belts
120	Boats, Motors, and Marine/Wildlife Supplies	125	Bookbinding Materials and Book Supplies
135	Bricks and Other Clay Products, Refractory Materials, Stone Products and Cement (Mortar)	145	Brushes (Paint, Varnish & Misc.)
150	Builders Supplies 072 Screen Doors and Windows 092 Windows and Frames 055 Overhead Doors 027 Doors, Frames, Jambs, Wood 025 Doors, Frames, Jambs, Steel 034 Handrails	155	Buildings and Structures, Fabricated and Prefabricated 008 Bridges 076 Bus Shelters 048 Lifeguard and Umpire 020 Canopies, Freestanding
160	Butcher Shop and Meat Processing Equipment	165	Cafeteria and Kitchen Equipment, Commercial
175	Chemical and Laboratory Equip/Supplies	190	Chemicals & Solvents, Commercial (In Bulk) 090 Solvents (not itemized elsewhere) 036 Chemicals, Bulk (not itemized elsewhere)
192	Cleaning Compositions, (prepackaged) Detergents Solvents, Strippers, Ice and Snow Melt 046 Ice and Snow Melt	193	Clinical Laboratory Reagents and Tests (Blood Grouping, Diagnostic, Drug Monitoring, etc) 048 Drug Assay/Screening Kits

CITY OF ASHEVILLE COMMODITY LISTING Pg. 2

195	Clocks, Timers, Watches(including Jewelers & Watchmakers Tools/Equip 067 Time & Attendance Data Collection 068 Time Clocks	200	Clothing, Apparel, Uniforms and Accessories 027 Gloves, Work 084 Men's Apparel 060 Slacks/Suits (Dress) - Men's 057 Shirts, (Dress/Sport) - Men's 058 Shorts - Men's 045 Rainwear 072 Uniforms 056 T-shirts 063 Sweaters - Men's and Women's 030 Hats, Men's 006 Aprons, Smocks, Bibs 009 Belts 012 Caps, All types 036 Hats, Women's 018 Coats/Jackets (Dress), Men's and Women's 021 Emblems, Patches (Uniforms) 055 Shirts, Jackets, Hats, Etc.
205	Computers, Hardware, Software, Printers, Peripherals and Accessories	210	Concrete & Metal Culverts 010 Blocks, Hollow and Solid 072 Risers 007 Catch Basins, including parts 080 Ties, Anchors, Wall Reinforcement 029 Culverts, Corrugated Metal 035 Joints, Sealing Compound 030 Curbs, Parking, Auto 015 Bricks, Concrete 028 Culverts, Concrete
220	Controlling, Indicating, Measuring, Monitoring, Recording Instruments, Supplies 072 Thermometers 009 Conductivity Instruments 054 Recorders and Plotters 015 Flow Control, Indicators, Recording	225	Coolers, (Water) Drinking Fountains
232	Crafts, General 000 All Crafts	233	Crafts, Specialized 020 Ceramic and Pottery Supplies 055 Kilns and Furnaces and Accessories
240	Cutlery, Dishes, Flatware, Glassware Trays, Utensils, and Supplies 058 Glassware, Table	245	Dairy Equipment and Supplies
250	Data Processing Cards & Paper (Tab Stock)	255	Decals and Stamps 070 Windshield, Numbered 060 Windshield, Not Numbered 030 Decals, Windows, Vehicles, Etc.
265	Draperies, Curtains, & Upholstery Materials and Hdw 020 Curtains and Draperies 021 Curtain and Drapery Hardware 040 Furniture, Upholstery Material	270	Drugs, Pharmaceuticals and Biologicals 092 Vaccines 018 Cold and Flu Vaccines
280	Electrical Cables and Wires 075 Ties and Anchors 080 Underground Cables/Wire 070 Telephone, Cables/Wire 029 Communications Cable	285	Electrical Equipment & Supplies 083 Towers, Light 060 Locators, Cable 032 Fluorescent Lamp, Energy Saving 048 Lamps- Desk, Floor, Table 058 Lighting Units, Emergency 046 Lamps, Auto and Miniature 050 Lamps, Fluorescent & Incandescent 056 Lighting Fixtures, Outdoor 054 Lighting Fixtures, Indoor 037 Generators, Portable 006 Ballasts

287	Electronic Components, Replacement Parts and Accessories, Misc. Electronic Equip. 030 Detectors 054 Power Supplies, CP Room 066 Replacement Components & Parts 080 Testing Equipment, Electronic Meter	290	Energy Collection Equip. (Solar Heat) 040 Solar Heat Collector
295	Elevators and Escalators, Building Type	300	Embossing/Engraving (Certificates, Stationary, Business Cards) Awards
305	Engineering Equipment 060 Measuring Equipment 033 Drafting Supplies 028 Drafting and Drawing Instruments 040 Duplicators, Blueprint Diazo 042 Engineering Supplies 078 Surveying Instruments 080 Surveying Systems	310	Envelopes, Plain or Printed
315	Epoxy Based Formulations for Adhesives 080 Mortars and/or Grouts 021 Adhesive	318	Fare Collection Equipment & Supplies
320	Fasteners and Fastening Devices	325	Feed, Bedding, Vitamins/Supplements for Animals
330	Fencing (All - Not installation)	335	Fertilizers and Soil Conditioners
340	Fire Protection Equipment/Supplies 056 Hose, Coupled and Uncoupled 050 Foam Generators, Truck 060 Hydrants, Fire 032 Fire Hose, Carts/Dryers 041 Fire Suppression Foam and Comp. 064 Nozzles, Fire Hose 088 Valves, Fire Hose 028 Fire Extinguishers and Rechargers 080 Smoke Detecting Equipment 012 Couplings for Fire Hose 010 Chemicals, Fire Retardant 067 Pike Poles and Stanchions 014 Smoke Ejectors	345	First Aid and Safety Equip/Supplies 018 Emergency Showers/Washers 084 Resuscitator and Parts 068 Manikins and models 064 Head, Ear and Eye Protection 056 Hats and Helmets, Safety 048 Gloves, Safety 092 Safety Vests 016 Detectors, Parts Dust and Gases 008 Clothing and Belts, Safety 010 CPR Equipment 004 Rescue Lifting Devices 073 Personal Distress Warning 032 First Aid Cabinets and Kits
350	Flags, Flag Poles, Banners and Access.	360	Floor Covering, Include. Install & Removal 010 Carpets and Rugs, Installed 076 Tile, Carpet 056 Sheet Vinyl 028 Non Slip Floor Coverings 075 Tile
365	Floor Maintenance Machines, Parts, Acc. 060 Scrubbing Machine with Pickup 025 Floor Stripping Machine 015 Carpet Cleaning Machine 010 Brushes, Pads, Machine Type 050 Power Sweepers and Brooms 080 Vacuum Cleaners, Commercial 070 Shampoo/Buffering Machines	375	Foods, Bakery Products (Bread, Rolls, Etc)
380	Foods, Dairy Products (Milk, Cheese, Etc.)	390	Foods, Perishable (including Drinking Water)
393	Foods, Staple Grocery and Grocers Misc Items (Coffee, Tea, Fountain Syrups, Candy Etc.)	395	Forms, Continuous: Computer Paper, Form Labels Snap-out Forms, and Folders for Forms

400	Foundry Castings 015 Castings, Aluminum 025 Castings, Brass and Bronze 035 Castings, Grey Iron 045 Castings, Malleable Iron 049 Castings, Stone and Mortar	405	Fuels, Oils, Greases, Lubricants Additives 039 Oil, Auto Service 082 Oil, 2 Cycle Engine 030 Kerosene 057 Oil, Lube Differential & Gear 024 Grease, Lube Type 015 Gasoline, Automotive 009 Fuel, Oil, Diesel 003 Butane and Propane 012 Fuel Oil, Heating 013 Gas Natural 085 Power Steering Fluid 051 Oil, Hydraulic
410	Furniture: Health Care and Hospital Facility	415	Furniture: Laboratory
420	Furniture, Non-office (Household & Institution) 068 Mattresses and Box Springs 004 Auditorium/Bleachers, Etc. 066 Mailroom Furniture 024 Folding Chairs, Tables, Metal 048 Library Shelving, Metal 052 Library Shelving, Wood 086 School room Furniture, Plastic 044 Institutional Furniture (All)	425	Furniture, Office 056 Partitions, Free Standing 054 Modular Panel Systems 053 Lockers, Storage (Coats, Etc.) 080 Shelving, Metal 040 Filing Cabinets, Metal/Wood 089 Storage Cabinet, Metal 021 Desks and Tables, Wood 007 Chairs, Wood 013 Credenza Unit, Metal and Wood 006 Chairs, Metal 020 Desks and tables, Metal 094 Workstations 003 Bookcases and Bookshelves
430	Gases, Containers, Equipment: Lab Medical and Welding	440	Glass and Glazing Supplies
445	Hand Tools (Powered and Non-Powered) Accessories and Supplies	450	Hardware and Related Items 072 Scaffolding
460	Hose, Access. & Supplies (Industrial, Commercial and Garden)	465	Hospital and Surgical Equip. Instruments and Supplies
470	Hospital & Handicap Equipment & Supplies, Mobility, Speech Impaired and Restraint Items	475	Hospital, Surgical and Related Medical Accessories and Sundry Items 041 Gloves, Disposable Medical
485	Janitorial Supplies (Complete Line) Including Chemicals, Applicators Dispensers, etc.) PAPER PRODUCTS NOT INCLUDED - SEE 640	490	Laboratory Equipment and Accessories 058 Microscopes 055 Mass Spectrophotometer 009 Centrifuges 036 Glassware Washing Apparatus 019 Density Gradient Equipment 006 Barometers and Manometers 090 Testing Instruments
493	Laboratory Equipment & Accessories (Biochemistry, Environment Science Etc.) 077 Spectrophotometers, Visibility 096 Water Quality Monitoring Equipment	495	Laboratory & Field Equip. & Supplies(Biology, Botany, Geology, Microbiology 052 Leak Detectors 090 Testing Instruments

505	Laundry and Dry Cleaning Compounds 025 Chlorine 088 Stain and Spot Remover	515	Lawn Maintenance Equipment Including: 085 Vacuum Cleaners/Litter Pickup 020 Fertilizer Distributors 067 Shredders/Screeners 065 Rakers and Combers, Lawn 007 Blowers 005 Aerators 030 Lawn Mowers, Power, Hand 035 Lawn Mowers, Power, Flail 045 Lawn Mowers, Power, Rotary 083 Tree Trimming and Pruning 010 Edgers and Trimmers
520	Leather & Related Supplies and Accessories	525	Library Machines and Supplies
530	Luggage, Brief Cases, Purses Etc	540	Lumber and Related Products 062 Plywood 014 Lumber, All Types 088 Vinyl Siding 069 Poles, Utility, Telephone 086 Siding, All Types 094 Underlayment 081 Sheetrock and Accessories
545	Machinery and Heavy Hardware, Etc. 049 Motors and Engines-Industrial 080 Shield, Trench 004 Blades, Power Saw, Stationary 006 Chain Hoists 015 Drills, Stationary, All Types 027 Jacks, Industrial 026 Steam Cleaners 082 Shredder, Metal or Wood 009 Chain Saws 075 Saws 042 Masonry Saws and Blades 002 Bits, Dies, Reamers, Etc 021 Grinders, Bench, Portable 099 Vacuum and Dust Collectors	550	Markers, Plaques & Traffic Control Devices, Etc 045 Reflectorized Sheeting 049 Sign Material, Non Reflective 066 Signs, Plastic, Fiberglass 024 Lettering and Numerals, Metal and Plastic 085 Traffic Signal Poles 050 Sign Material, Reflective 082 Traffic Counters 030 Traffic Markers 088 Traffic Signal Equipment 042 Safety Barriers 078 Traffic Cones, Portable 047 Sign Making Equipment 004 Beads, Glass, Sign and Stripe 048 Sign Material, Reflective
555	Marking and Stenciling Devices	556	Mass Transportation, Transit Buses
560	Material Handling and Storage Equip. 057 Tractors, Warehouse 069 Trucks, Hand, 2 wheel 048 Lifters and Stackers	570	Metals, Bars, Plates, Rods 028 Guardrails and Accessories 076 Steel, Rebar and Rods 058 Aluminum Sign Blanks
575	Microfiche, Microfilm	578	Miscellaneous Products 031 Display and Showroom Equipment 093 Toys and Games, All Types 084 Souvenirs, Promotional 057 Novelties 025 Decorations, Party, Etc. 094 Turf, Artificial (Indoor and Outdoor)
580	Musical Instruments, Access and Supp.	590	Notions and Related Sewing Access.
595	Nursery Stock and Supplies 075 Trees, Ornamental and Shade 061 Plants, Indoor 095 Wood Chips and Bark 070 Trees, Fruit and Nut 065 Shrubby	600	Office Machines and Accessories 030 Cash Registers and Drawers 015 Calculators, All Types 086 Typewriters, Electric 054 Dictation Machines 095 Validating Machines 061 Fax Machines, Parts and Supplies 045 Copy Machines and Parts
605	Office Mech. Aids, Small Machines 030 Embossing, Label Machines 065 Punches, Paper, Electric 041 Magnets	615	Office Supplies, General

620	Office Supply, Inks Leads (Pens, Pencils Crayons, Erasers)	625	Optical Equipment Accessories & Parts 026 Safety Glasses
630	Paints, Coatings, Wallpaper	635	Painting Equipment and Accessories
640	Paper and Plastic- Disposable 054 Plates, Paper and Styrofoam 051 Cover, Table Roll 052 Plastic Forks, Spoons, Etc. 050 Paper Cups 075 Toilet Tissue, Towels, Etc. 005 Bags and Boxes	645	Paper (For Office and Print Shop Use) 018 Poster/Railroad Board 033 Copy Paper, High Speed 021 Bond Paper 083 Tag Stock 064 Offset Paper 028 Bristol
650	Park, Playground and Recreation Equip. 024 Grill and Park Stoves 072 Swings, Playground 010 Bicycle Racks 036 Picnic Tables 050 Safety Surface, Playground 006 Benches	655	Photographic Equipment 055 Darkroom Equipment and Supplies 015 Cameras, Accessories and Supplies 090 Slide Projectors 078 Photo ID Systems 084 Slide Maker, Computerized 088 Storage
658	Pipe and Tubing 005 Pipe, Aluminum 022 Pipe, Brass 028 Pipe, Cast Iron 034 Pipe, Concrete 035 Pipe, Copper 046 Pipe, Iron 056 Pipe, Plastic 058 Pipe, Polyethylene 060 Pipe, PVC 077 Pipe, Stainless Steel 080 Pipe, Steel 088 Tubing, Brass and Copper 091 Tubing, Plastic and PVC 094 Tubing, Steel	659	Pipe Fittings 017 Bends 024 Bushings 027 Caps 033 Couplings 041 Elbows (other than steel) 042 Ells 044 Ferrules, Flangers, Glands 050 Laterals, Nipples 065 Reducers 069 Valve Connection 070 Valve, Bronze 073 Saddles, Sleeves, Straps 075 Valves, Gate, Butterfly, Tap, Check 076 Valve, Air 085 Tees (other than steel) 087 Unions 094 Wyes
665	Plastics 024 Bags and Liners 078 Polyethylene Film 084 Sheeting, Plastic	670	Plumbing Equipment Fixtures/Supp. 001 Backflow Prevention Devices 002 Bathroom Accessories 052 Pipe Repair Clamps 053 Pipeline Equipment-Pipe Laying 062 Shower Stalls, Doors, Etc 066 Toilet Partitions 069 Valves, Brass and Copper 070 Valves, Bronze 075 Valves, Iron Body 087 Water Conservation Kits 089 Water Heater, Residential 091 Water Heater, Commercial
675	Poisons - Agricultural and Industrial 040 Insecticides and Fungicides, Dry 045 Insecticides and Fungicides, Wet 085 Weed Killers (herbicide) Dry 090 Weed Killers (herbicide) Wet	680	Police Equipment and Supplies 020 Night Sticks 022 Bomb Protection Devices and Supplies 052 Guns, Pistols, Rifles, Etc 084 Riot Control Equipment 048 Fingerprinting Equipment 004 Ammunition 042 Vehicle Security Partitions 076 Racks, Gun 088 Targets 085 Rescue Equipment and Supp, 077 Radar Instruments, Traffic 087 Surveillance Equipment 008 PD Protection Equipment 067 PD Training and Instructional Aids

700	Printing Equipment & Supplies (except Paper) 071 Shredders, Paper and Film	710	Prosthetic Dev./ Hearing Aids/Auditory 075 Ear Plugs and Protectors
715	Publication/Audio Visual (Prepared Materials) 030 Display and Exhibit Materials 090 Video Cassettes, Disks, Etc. 010 Books, Magazines, Pamphlets, Etc.	720	Pumps and Accessories 027 Fire Equipment Pumps and Parts 024 Diaphragm Pumps 015 Centrifugal Pumps 073 Sump Pumps 079 Trash Pumps 033 Gas and Diesel Fuel Pumps 036 Hydraulic Pumps
725	Radio and Telecommunications 046 Phone/Voice Mail Systems 044 Poles, Telephone and Utility 014 Battery Chargers 013 Batteries 023 Fiber Optic Cables 074 2 Way Radio, Portable 078 2 Way Radio, Receiver/Trans 082 2 Way Radio, Supply Parts	730	Radio Comm/Telecommunications Test Equip. 086 Telephone Line Monitoring
735	Rags, Shop Towels, Wiping Cloths	740	Refrigeration Equipment 060 Refrigerant Recovery Systems 070 Refrigerators/Freezers 045 Ice Making Machines
745	Road/Hwy. Materials, Asphalt and Assoc 067 Rapid Curing Patch Mix 021 Asphaltic Concrete, Hot 012 Asphalt, Oil 049 Expansion Joint Materials 056 Joint Sealers 065 Patching Mix, Concrete 070 Road Oil	750	Road/Hwy. Materials(Non Asphalt) 054 Ice Control Aggregate 070 Ready Mix Concrete 030 Concrete, Precast 056 Lightweight aggregate 077 Sand and Gravel 095 White Lime 035 Crushed Stone 060 Patching Materials
755	Road/Hwy Equipment 043 Asphalt/Concrete Scarifier 080 Concrete Mixers 073 Concrete Form Tubes/Boxes 040 Asphalt Tools 035 Asphalt Pavers, Towed 030 Asphalt Pavers, Self Propelled 037 Asphalt Recycling Equipment 010 Asphalt Distributors	760	Road/Hwy. Equipment, Earthmoving 006 Blades, Dozers, Graders, Etc 050 Loaders, Front End 066 Rollers, Vibrating 003 Backhoes 075 Rollers, Rubber Tired 015 Ditch and Trenching Machines 010 Buckets, Ditch, Drag, etc) 078 Rollers, Sheep's Foot Type 072 Rollers, Portable Type 020 Earth Boring Machines(Piercing Tools) 060 Rippers and Scarifiers) 036 Graders, Towed Types 004 Backhoe/Loader Combination 090 Shovels, Power/Excavating Machine
765	Road/Hwy. Heavy Equipment 061 Plows, Vehicle Mounted 080 Compactors, Vibratory Plate 059 Snow Blowers, Walk Behind 038 Leaf Loaders, Heavy Duty 005 Brake and Clutch Linings 064 Spreaders 066 Spreaders, Truck Mounted 077 Sweepers, Drag Brooms 083 Tractors, Bulldozers 085 Tractors, Crawler 087 Tractors, Wheel Type 072 Striping Machines	770	Roofing Materials

775	Salt (Sodium Chloride), Highway Maintenance 045 Road Maintenance Salt	780	Scales and Weighing Apparatus 078 Postal Scales, Electronic 072 Physicians Scales
785	School Equipment and Supplies 015 Blackboards and Chalkboards 025 Bulletin Boards 070 Instructional Aids 030 Chalk, Etc. 047 Easels and Carrying Cases	790	Seed, Sod, Soil and Inoculants 020 Grass Seed 050 Sod, Grass 070 Top Soil and Fill Dirt
800	Shoes and Boots	801	Signs, Sign Materials and Equipment 020 Sign Letters and Numerals 056 ADA Signs 049 Reflective and Non-Reflective Material 012 Brackets and Holders, Sign 054 Sign Painting and Supplies 030 Posts, Supports, Plugs, Etc 009 Sign Blanks
803	Sound Systems and Accessories 090 Tape Duplication/Eraser Equip 040 Microphones and Accessories 060 PA Systems 065 Record Players 075 Tape Cassettes 080 Speakers and Accessories	805	Sporting and Athletic Equipment 094 Weight Lifting Equipment 034 Bicycles 089 Umpire, Referee and Coaching Equip 063 Scoreboards 060 Gym Mats, Etc 090 Volleyball Equipment 078 Tennis Equipment 036 Billiard and Pool 030 Basketball Equipment 024 Baseball Equipment 022 Balls 015 Athletic Awards/Trophies 012 Athletic Apparel 051 Games
810	Spraying Equipment	815	Steam and Hot Water Fitting 078 Valves, Pressure Reducing 084 Valves, Temperature and Pressure
820	Steam and Hot Water Boilers 012 Boiler, Low Pressure 093 Turbines, Water	830	Tanks, Mobile, Portable, Stationary 070 Steel Tanks, Underground 013 Butane and Propane Tanks 046 Stainless Steel Tanks 044 Polyethylene Tank 032 Fiberglass Tanks, Other
832	Tape(Not DP, Sound or Video) 068 Tape, Sheetrock 075 Tape, Wire and Cable Marking 048 Tape, Marking Reflective 052 Tape, Masking 040 Tape, Electrical 024 Tape, Duct 010 Tape, Barrier	840	Television Equipment and Accessories 076 Video Projectors 056 Teleconferencing Systems 074 Video Monitors, Access and Parts 060 Televisions 071 VCR's 070 Video Cameras
845	Testing Apparatus (Not Electrical) 087 Test Equipment for Hazardous Materials	850	Textiles, Fibers, Linens
855	Theatrical Equipment 022 Curtains, Drapes, Drops 081 Stages	860	Tickets, Coupon Books, Etc.
863	Tires and Tubes, All Types 065 Recapped and Retreaded	865	Twine
870	Venetian Blinds, Shades, Screens, Etc.	875	Veterinary Equipment and Supplies

CITY OF ASHEVILLE COMMODITY LISTING Pg. 9

880	Visual Education Equipment 042 Projection Panels 046 Projection Stands 085 Storage Cabinets 061 Projectors, Overhead 011 Audio Visual Equipment and Supp. 043 Projection Screens 088 Transparencies	885	Water & Sewer Treating Chemicals 038 Chlorine, Liquified/Cylinder 084 Sodium Hydroxide 078 pH Control Chemicals 070 Hardness Control Chemicals 074 Nitrogen and Oxygen, Liquid 066 Fluorides 008 Activated Carbon 044 Corrosion Control Chemicals
890	Water/Sewage Treatment Equipment 008 Chlorination Equipment and Parts 030 Manhole Covers and Frames 035 Metal Finders/Detectors 044 Meters, Water 040 Meter Boxes and Valves Boxes 072 Tapping Machines and Equipment 080 Water Leak Detection Systems	895	Welding Equipment and Supplies
SERVICES			
905	AIRCRAFT OPERATION SERVICES INCLUDING: 010 Aerial surveys 005 Aerial photography	906	ARCHITECT & OTHER DESIGNERS
908	BOOKBINDING AND REPAIRING	909	BUILDING CONSTRUCTION SERVICES INCLUDING 074 Site Work 060 Masonry 039 Electrical, Heating, etc 063 Mechanical, Fire Protection 032 Doors and Windows 024 Concrete Construction Serv.
910	BUILDING MAINT. AND REPAIR SERVICES INCLUDING: 027 Garbage disposal and removal 039 Janitorial 060 Plumbing- Maint/Install 025 Flooring 054 Painting and Sandblasting 059 Pest control 013 Elevator maintenance and repair 009 Carpet Cleaning 003 Building Cleaning Ext. 081 Window Washing 069 Shelters, Carports, Etc., 065 Remodeling 082 Wiring, Electrical	915	COMMUNICATIONS/MEDIA SERVICES INCLUDING: 082 Video Production 084 Video Recording 078 TV Commercial Production 006 Audio Production 048 Graphic Arts Services 003 Advertising/Public Relations 002 Advertising 058 Mailing Serv. 072 Photography 074 Radio Commercial Production 042 Film Production
918	CONSULTING SERVICES INCLUDING 076 Marketing 085 Personnel/Employment 014 Appraisals 058 Governmental 089 Real Estate/Land 093 Security/Safety 097 Utilities, Gas, Water, Electric 012 Analytical Studies/Surveys 004 Accounting/Auditing 029 Computer Software 042 Engineering 028 Computer Hdw. 046 Feasibility Studies	920	DATA PROCESSING SERVICES AND SOFTWARE INCLUDING: 037 Networking Services (including installation/maint.)

924	EDUCATIONAL SERVICES INCLUDING 020 Exams and Testing 035 In Service Training	925	ENGINEERING SERVICES
928	EQUIPMENT MAINTENANCE/AUTO AND TRUCK INCLUDING 044 Fuel Systems 088 Tune-ups 085 Transmissions 082 Tire Tube Repair/Retreading 057 Painting 049 Hydraulics 054 Machine Shop 038 Electrical Alternator/Generators 030 Cooling Systems 023 Brakes 010 Alignment/Wheel Balancing 040 Exhaust System	929	EQUIPMENT MAINTENANCE AND REPAIR SERVICE INCLUDING: 061 Motor Rewind/Repair 017 Automotive Shop Equip. 048 Machine Shop/Fabricating 035 Earth Handling, Grading and Moving Equip. 075 Tractors, Industrial
931	EQUIPMENT MAINTENANCE AND REPAIR SERVICE INCLUDING: 046 Office Furniture 075 Skating Rink Equipment 007 Appliances 065 Park, Playground, Swimming	934	EQUIPMENT MAINTENANCE AND REPAIR SERVICES INCLUDING: 046 Lawn Equipment 084 Portable Toilets 077 Spraying Equipment 039 Janitorial Equipment 029 Floor Machines/Covering 064 Plumbing Equipment and Fixtures
936	EQUIPMENT MAINTENANCE AND REPAIR SERVICES INCLUDING: 073 Security and Alarm Systems 086 Traffic Control Devices 033 Fire Protection Systems & Supplies 037 Gates, Electric Card Read 034 Fire Extinguisher Maintenance	938	EQUIPMENT MAINTENANCE AND REPAIR SERVICES INCLUDING: 017 Control Indicator and Recording Instruments 056 Hospital and Medical Equipment-General 031 Engineering Survey Equip., Drawing Instruments 079 Scales and Weighing Apparatus
939	EQUIPMENT MAINT. & REPAIR SERVICES INCLUDING: 006 A/V Equipment 021 Computers 022 Computer Software 027 Copiers 052 Mailroom Equip 066 Photo Equip. 072 Radio/Telecommunications 087 Typewriters	940	EQUIPMENT MAINTENANCE INCLUDING 086 Tower Maint/Repair 054 Power Supply Installation 055 Power Supply Maintenance 076 Signal System Maint.
946	FINANCIAL SERVICES INCLUDING: 012 Actuarial Service and Retirement Plans 015 Appraisals, Real Estate 016 Appraisals, Non-real estate 020 Auditing 025 Banking Services 033 Debt Collection Services 054 Lease Purchase Financing 030 Bond Services	948	HEALTH RELATED SERVICES INCLUDING: 074 Professional Medical Services 068 Optician, Optometrical 055 Medical Services 042 Health Care Management 046 Hospital Services 028 Dental 042 Health Care Management 086 Therapy 093 Waste Disposal Services 076 Psychologists/Psychology
952	HUMAN SERVICES INCLUDING: 038 Employee Assistance Program 031 Discrimination Investigation	953	INSURANCE, ALL TYPES
954	LAUNDRY/ DRY CLEANING SERVICES	956	LIBRARY SERVICES SERVICES

961	MISCELLANEOUS PROFESSIONAL SERVICES INCLUDING: 078 Travel Agency 053 Marketing Services 045 Inspection and Certification 030 Employment Agency and Search 069 Testing and Monitoring - Air and Water 094 Zoning and Land Use Studies 032 Environmental Studies 050 Legal Services	962	MISCELLANEOUS SERVICES INCLUDING: 073 Restoration Services 090 Upholstering Services 052 Mapping 056 Moving Services 058 Oil Removal Services 070 Recycling, Including Collection 095 Warehousing and Storage 078 Sewing and Alterations 033 Engraving, Trophies, Etc. 009 Auctioneering 022 Chemical Lab Serv. 036 Fireworks 047 Insurance and Risk Management 048 Interior Design/Decorating 018 Cable Construction, Installation & Maintenance (fiber optics, communications, etc.)
964	PERSONNEL, TEMP. EMPLOYMENT AGENCIES	965	PRINTING PREPARATIONS INCLUDING: 058 Plate Preparation 015 Camera Ready Artwork
966	PRINTING, SILK SCREENING, TYPESETTING INCLUDING: 050 Print Books, Catalogs, Etc. 085 Silk Screen Printing 020 Imprinting Services 005 Bumper Stickers 012 Forms, All Types 052 Printing, 4 Color Process	968	PUBLIC WORKS CONSTRUCTION AND RELATED INCLUDING: 077 Surveys (non-aerial) 078 Tank Removal 059 New Street Construction and Repair 042 General Construction 039 Excavating and Tunneling 032 Demolition 058 Meter Reading 056 Paving and Repair- Streets 065 Pipeline construction and Repair 083 Traffic Signal Maint. & Repair
971	REAL PROPERTY RENTAL/LEASE	975	RENTAL/LEASE EQUIPMENT (Construction and Industrial -
977	RENTAL/LEASE EQUIPMENT (Tapes/Video Rental, Hand Tools, Scaffolding, Portable Toilets)	979	RENTAL/LEASE EQUIPMENT (Lab, Engineering, Safety, Testing and Training-)
981	RENTAL/LEASE EQUIPMENT (Recreation, Containers, Tents, Fencing, Etc.)	983	RENTAL/LEASE EQUIPMENT (Clothing, Janitorial Equipment, Uniforms,)
985	RENTAL/LEASE EQUIPMENT (A/V Equip., Computers, Copiers, Office Equip., Phone Systems)	988	ROADSIDE, GROUNDS, RECREATION, PARKS INCLUDING: 041 Irrigation Systems 088 Tree Trimming and Pruning 072 Pest Control (Not Building) 083 Swimming Pool Construction and Repair 086 Tennis and Sport Court Repair
990	SECURITY, FIRE, SAFETY SERVICES	998	SALE SURPLUS/OBSOLETE MATERIAL AND EQUIPMENT

Business Licenses

Asheville welcomes your business to our city! The City of Asheville's Customer Services Division is available to assist you in completing your business license application and answer any related questions you might have.

A business license is sometimes referred to as a privilege license. It raises funds for general municipal purposes, including public safety, refuse collection, and parks and recreation. Payment of this fee authorizes the privilege of operating the business. A business license is required to conduct any business, trade, profession, occupation, or selling of goods within the Asheville corporate limits. Everyone operating a business has the duty to determine whether the business is subject to City Ordinance number 1918. (Get more information about [city ordinances](#).)

Frequently Asked Questions about Business/Privilege Licenses

How can a privilege license be obtained?

You may download the [Business Privilege License Application and Affidavit](#). Applications are also available on the first floor of City Hall in the Customer Services Division or by calling (828) 251-1122, Monday through Friday, 8:30 a.m. to 5 p.m.

How is the license fee amounts determined?

Some are regulated by the state with a set amount for the service or goods sold. Others are based on the gross sales or receipts for the preceding year. An affidavit is required for all licenses based on gross receipts.

Are there penalties for failure to purchase a privilege license?

Yes. Conducting business within the city without paying the privilege license tax imposed by ordinance number 1918 and without posting a valid license is a misdemeanor. Each day business is conducted in violation of the ordinance is a separate offense.

Who is exempt from purchasing a privilege license?

Any business engaged in religious, educational, or charitable purposes is exempt. Any blind person engaging in business within the city is exempt. Any person serving in any branch of the Armed Forces of the United States or in the Merchant Marine and engaging business within the city is exempt for the duration of their service. Anyone claiming an exemption may be required to provide documentation confirming exempt status. Certain types of business occupations are exempt by state statutes. A listing of exempt occupations is on file in the Collections Division on the first floor of City Hall.

Where can I get a copy of the privilege license ordinance and the rates for each classification?

A copy is on file for viewing by the public in the Customer Services Division on the first floor of City Hall; copies may be purchased at a cost of \$.25 per page.

Are privilege license records public information?

All affidavits or other records of gross receipts shall remain private and confidential and shall not be disclosed. Verification of a business's purchase of a privilege license may be made by calling the Customer Services Division at (828) 259-5595.

When are privilege license fees due?

Beer and wine licenses are issued for the time period May 1 through April 30 of each year. Other licenses are issued for the time period July 1 through June 30 of each year.

Will I be notified before my privilege license expires?

Yes. A renewal notice is mailed to current license holders approximately 30 days prior to expiration.

What is the penalty for late payment?

A 5% late penalty is assessed after 30 days. It increases an additional 5% for each additional month payment is late.

What should I do if I believe my license fee is incorrect or if I believe there is an error on my license?

You should call or come by the Customer Services Division. You may be required to provide documentation to support suspected errors.

When must the business owner report changes?

The licensee must immediately notify the Customer Services Division of any changes in location, services, or goods sold. Failure to do so within 30 days of such change shall cause all licenses issued to be revoked.

If I have more than one business operating within the corporate city limits, will one license stand for all locations?

No. A separate license shall be required for each place of business.

Additional information may be obtained by calling or visiting the Customer Services Division on the first floor of City Hall, Monday through Friday between the hours of 8:30 a.m. and 5 p.m.

Contact Information:

City of Asheville
Customer Services Division
First Floor, City Hall
P.O. Box 7148
Asheville, NC 28802
Phone: (828) 251-1122
FAX: (828) 259-5577

CITY OF ASHEVILLE
FINANCE DEPARTMENT
PO BOX 7148 - ASHEVILLE NC 28802
PHONE (828) 251-1122 - FAX (828) 259-5577

PRIVILEGE LICENSE APPLICATION

(PLEASE PRINT CLEARLY)

Date of Application _____

1. Name of Business _____

2. Business Mailing Address _____

City

State

Zip

3. Business Physical Address _____

City

State

Zip

4. Type of Business: _____ Sole Proprietorship _____ Partnership _____ Corporation _____ LLC

5. Business Phone # () _____ Emergency # () _____

6. Owner (s) of Business: **(PLEASE PRINT CLEARLY)** Signature(s)

7. SS# _____ - _____ - _____ SS# _____ - _____ - _____

8. Owner's Home Phone # () _____

9. Owner's Address _____

City

State

ZIP

10. Description of Business: _____

Contractor License Number _____ Fed ID# _____

12. Is this business part of a Branch or Chain Store? _____ yes _____ no

Pursuant to City Code Sec. 9-74, the City of Asheville has the authority to examine books and records to determine the nature and amount of business transacted to insure the proper tax is being paid. In addition to this privilege license, you may need additional permits from the Planning and Zoning Department and/or the Building Safety Department in order to lawfully conduct your business within the City. Please check with these City Departments prior to starting your business to be sure you have all the necessary permits.

(PLEASE USE A SEPARATE SHEET TO LIST CORPORATE OFFICERS IF THIS BUSINESS IS A CORPORATION)

(PRIVILEGE LICENSES ARE ISSUED FOR THE FISCAL YEAR BEGINNING JULY 1 AND ENDING JUNE 30)

/privilege license app

City of Asheville
PRIVILEGE LICENSE AFFIDAVIT

NAME and MAILING ADDRESS OF BUSINESS

This affidavit is for the purpose of determining the privilege license tax for the ensuing tax year. The privilege license tax year runs from July 1 through June 30 of the following year. The figure you report below should represent only those receipts generated within the corporate limits of the City of Asheville. If your location is in the City, it would include all of your gross receipts. **The gross receipts you list below should be for the previous tax year.** If you are taking over an existing business, please use their previous tax year figures. If this is a new business and you cannot determine gross receipts, please estimate by taking into account similar businesses, location, etc. **A figure has to be given and this form MUST be signed.**

LOCATION OF BUSINESS

GROSS RECEIPTS

\$

Signature

Title

City of Asheville
Accounting Division
PO Box 7148
Asheville, NC 28802-7148
828.251.1122
828.259.5577 FAX